

## Frequently Asked Questions to the Staff of the Georgia Medical Board Regarding the Respiratory Care Professional Certification Process

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It is **RECOMMENDED** that **YOU DO NOT ACCEPT** an offer to practice respiratory care in Georgia **UNTIL** you have met all the necessary requirements for licensure, and have been advised by the Board that you are eligible to receive a respiratory care license.

- 1. How do I obtain an application for a Respiratory Care Certificate?** The quickest and easiest way to obtain an application for a respiratory care is by downloading the forms from our website at [www.medicalboard.state.ga.us](http://www.medicalboard.state.ga.us) under **Information for Health Care Professionals**, under **Download Application**. Click on **Respiratory Care Professional**, and then click on **RCP Application**. A request for an application for respiratory care may also be requested in writing by submitting the following information: your name and mailing address, or by contacting the Board directly at (404) 656-3913 or 3914 and requesting an application by phone.
- 2. How long does it take to get my Georgia Respiratory Care Certificate?** Absent any complicating factors, the average application process takes approximately **six (6) to eight (8) weeks** to complete. Once your application is complete, your file will be reviewed and an initial determination will be made. You will be notified in writing of any discrepancies or if your file is complete, the date your application will be presented to the Board.
- 3. If my application is not received as “completed” by the 15-business day deadline to go to the next Board meeting, what should I do?** In most cases, the only thing to do is to follow-up with your primary source verifiers to find out if missing documentation has been sent to the Board. An application is considered complete when all the application pages, primary source documentation, and administrative screenings have been conducted. A final quality assurance audit of your application is the final process before your application is considered complete. Staff cannot submit an incomplete application to the Board for approval.
- 4. I have a job offer and need a Respiratory Care certificate immediately. What should I do?** The application process takes approximately six (6) to eight (8) weeks to complete. In the application instructions, applicants are informed **NOT TO ACCEPT EMPLOYMENT** until they receive their Georgia Medical License. The Board must stress to you that it is highly recommended that **YOU DO NOT ACCEPT** an offer of employment in Georgia **UNTIL** you have met all the necessary requirements for licensure and have been notified in writing of your approval for a medical license.
- 5. I am scheduled to complete my training program in June of next year. When should I apply for my Georgia RCP certificate?** Applications for a Georgia Respiratory Care Professional certificates remain active for **one- year** only. Therefore, you should not apply for a RCP certificate with the Georgia Medical Board until sixty (60) days prior to completing your training.
- 6. Does an application for a Georgia Respiratory Care Certificate have an expiration date? YES.** Applications for a Georgia Respiratory Care License remain active for **one-year only**. If you applied for a respiratory care certificate and were not issued a permanent license within 12 months from the date of receipt, you must reapply by submitting a new application, with your most current information, in addition to an application fee. Upon receipt and review of your application, we will notify you of any documentation previously provided which is acceptable. All other information, such as letters of reference and a current resume **MUST BE** resubmitted. We will not simply “reactivate” your old application.
- 7. I have decided not to move to Georgia and I want to withdraw my application. What should I do? Is my application fee refundable?** If you decide during the application process that you would like to withdraw your application, it is necessary for you to put this request in writing and sign and date the request and give a brief explanation as to why you would like to withdraw your application. Fees paid to the Georgia Medical Board are **non-refundable** whether or not a license is issued, an application is withdrawn or the application is denied.

8. **What does “primary source verification” mean?** The Medical Board verifies all applicant information as “primary source” verification. This means that we must receive the information **DIRECTLY** from the issuing source. Please refer to the application instructions for additional information on what primary source documentation is acceptable by the applicant.
9. **Are there exceptions as to who must obtain a Respiratory Care Professional certificate?** **YES.** The delivery of respiratory care by health care personnel *who have been formally trained in respiratory care modalities* and who are duly licensed to provide that care under any other provision of Title 43 of the Official Code of Georgia Annotated are exempted from the prohibition contained in O.C.G.A. 43-34-150(a)(1). Persons in military services or working in federal facilities when functioning in the course of their assigned duties are also exempted.
10. **Are there Continuing Education Requirements for re-certification of my permanent respiratory care professional certificate?** **YES.** On or before the expiration date for the biennial renewal of certificates, all certificate holders, if audited, must furnish satisfactory evidence to the Board of completion of Board approved continuing education requirements. Each certificate holder must complete thirty (30) hours, or 3 continuing education units of approved continuing education for the period of the previous 2-year renewal cycle. One continuing education unit shall be equal to 10 contact hours of instruction.
11. **How do I find out about career opportunities in rural Georgia?** For information concerning practice opportunities in rural Georgia, please contact the **Office of Rural Health Services** at **(229) 401-3090** or visit the **Department of Community Health, Office of Rural Health Services** web page at: <http://www.communityhealth.state.ga.us/>.
12. **How do I find out about minority health concerns in Georgia?** For information concerning minority health issues in Georgia, please contact the **Office of Minority Health** at 404-657-6707 or visit the **Department of Community Health, Office of Minority Health** web page at: <http://www.communityhealth.state.ga.us/>.